



JOB DESCRIPTION

Position Title:	<i>Assistant Facilities Manager</i>	Salary/Step/Grade:	<i>\$58,000 - \$68,000</i>
Department:	<i>Public Works – Facilities Division</i>	FLSA Status:	<i>Exempt</i>
Reports to:	<i>Director of Public Works</i>		

SUMMARY

Assistant Facilities Manager is responsible for the effective supervision and maintenance of Town/School facilities and grounds. Manage the maintenance, repair, improvement and upkeep of all Town-owned buildings, including both Town-occupied and Town-leased/rented properties.

ESSENTIAL FUNCTIONS

Responsible for the administration of a comprehensive maintenance program including overall maintenance, planning and scheduling of both long- and short-range construction and maintenance projects related to the specific needs of Town properties as they are identified; coordination of capital projects with relevant Town departments and committees; upkeep and inventory of all relevant information related to each Town property including site survey documents, construction documents, equipment lists, parts lists, routine and preventive maintenance schedules, study and planning documentation, building assessment documentation, O&M manuals, Certificates of Occupancy, etc.

Essential Duties and Responsibilities:

Supervise a team of facilities personnel including maintenance, custodial and grounds-keeping personnel. Supervisory duties include but are not limited to scheduling, training and assigning daily tasks.

Manage a maintenance program that includes long- and short-term maintenance priorities, preparation of budgets/estimates/schedules related to the upkeep and capital improvement of Town properties, and presentation of information to Town groups, departments, and boards as required.

Responsible for coordinating major systems maintenance and repairs related to buildings (i.e. HVAC, elevators, fire suppression, electrical, water). Including, but not limited to those coordinating responsibilities will be scheduling, maintaining service agreements and qualifying vendors for repairs or maintenance of said systems.

Management of work order, inventory and information tracking programs and/or tools to assist with the prioritization of maintenance needs, resource planning, delivery and budget allocation required to keep Town properties at the highest operational/functional levels possible.

Manage building operating schedules for Town facilities. This includes coordinating access, facilities rentals and building security.

Responsibility and authority for selecting, engaging, directing and supervising outside contractors, architects, engineers, vendors, and other consultants in connection with maintenance and upkeep of all Town properties and may accept or reject the work product of same. The position can assist in the hands-on assessment and maintenance of systems as necessary.

Meet regularly with building stakeholders and work to address maintenance needs and requirements of each. This position has the authority to prioritize tasks with the goal of providing the highest level of quality for the cost effective maintenance, repair and upkeep of all Town properties.

Position is highly interactive requiring regular reporting to the Director of Public Works as part of the day-to-day operations. Day-to-day interactions will occur with department heads and maintenance staff to ensure the most effective use of resources when maintenance services are needed, consistent with the overall maintenance program.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions. Work requires some agility and physical strength, such as moving in or about buildings, construction sites or over rough terrain, or standing or walking most of the work period when conducting work in the field. Duties are largely mental rather than physical, but the job may require minimal motor skills for activities such as moving objects, operating a telephone, personal computer, other office equipment, and a motor vehicle.

Visual Skills: The employee is required to read documents for general understanding and analytical purposes and must be able to determine color differences on a regular basis.

SUPERVISION EXERCISED

Appointed by the Town Administrator and works under the supervisory direction of the Director of Public Works. Supervises maintenance, custodial and grounds-keeping employees. Works directly with vendors, department heads, staff, town officials, town agencies and commissions along with professional organizations and community groups.

QUALIFICATIONS

Bachelor's Degree in Engineering; Facilities Management; Construction Management; Architecture; or related fields is strongly preferred and/or a combination of education and work experience will be strongly considered.

Special Skills or Experience:

Knowledge of routine and preventative maintenance, work order system development, capital assessment and improvement methodologies and implementation, project planning, scheduling, estimating, and procurement is required, along with the ability to manage multiple projects

simultaneously. Experience evaluating and managing contract labor and the contractual requirements of such resources is necessary.

Requires an understanding of total building systems, including but not limited to: Site Improvements; Exterior Envelopes (Exterior Cladding Systems, Windows and Doors, Roofing Systems, Building Insulation Systems); Structural Systems; Plumbing Systems; HVAC Systems; Electrical Systems; Fire Protection Systems; Communications Systems; Security Systems; Energy Usage Analysis; Planning for Barrier-free Access; etc.

Management level experience desirable in or related to public facilities and/or facilities that accommodate and continually meet the needs of the public.

Outstanding interpersonal skills including: an attention to detail; an overall client service attitude; and an ability to focus on the resolution of building related issues is required. Position requires an ability to effectively interface with diverse groups, Town boards and departments, and an ability to prioritize competing goals/interests of each group. Complex organizational skills and an ability to negotiate effectively with both internal and external groups is an important skill to the position. Excellent public presentation skills are required to effectively advocate for the needs of all Town buildings and properties. An understanding of the complexities of working in coordination with a Union shop is necessary.

Familiarity with Commonwealth of Massachusetts regulations related to Public Construction, Standard Design Practices and/or Means and Methods of Construction is desired. Familiarity with NFPA, OSHA, DEP, Building Codes, ADA, Energy Codes, LEED, etc. and other government regulations as they relate to buildings and systems is desired.

Proficiency with Microsoft Office (Word, Excel and Access), Work Order, Inventory, Estimating/Scheduling software packages and Microsoft Project or equivalent software programs are desired.

License or Certificate:

Must be able to obtain a Massachusetts Class D Driver's License.

Commonwealth of Massachusetts License in one of the major trades (Electrical, Plumbing, HVAC, Construction, etc.) is desirable.

Massachusetts Certified Public Purchasing Official (MCPPO) certification is desirable.

Courses in rules and regulations related to various governing agencies (i.e. NFPA, OSHA, DEP, Building Codes, Handicapped Accessibility, Etc.) is desirable.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.